

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 3 Handbook 1
Personnel Operations Handbook

3 FAH-1 H-4850 SUGGESTIONS - PROCEDURES

(*CT:POH-153; 06-22-2012*)
(*Office of Origin: HR/PE*)

3 FAH-1 H-4851 PROCESSING SUGGESTIONS

3 FAH-1 H-4851.1 Acknowledgment and Notification

(*TL:POH-26; 12-3-96*)

(*State Only*)

(*Applies to Foreign Service, Civil Service, and Foreign Service National*)

- a. Employees are advised in writing as soon as possible that their suggestion is being evaluated by the appropriate office or activity. In no case shall an employee wait more than six months for a written determination of whether a suggestion will be adopted or rejected.
- b. A letter is forwarded to the suggester thanking him/her for submitting a suggestion. If a suggestion is rejected, reasons for non-adoption must be explained in the letter.

3 FAH-1 H-4851.2 Evaluation and Documentation

(*TL:POH-26; 12-3-96*)

(*State Only*)

(*Applies to Foreign Service, Civil Service, and Foreign Service National*)

- a. PER/PE will refer suggestions for evaluation to the office most knowledgeable about the substance of the suggestion.
- b. Each suggestion processed must be documented with factual information to ensure a meaningful evaluation. The evaluation should include specific information detailing reasons for the action taken on the suggestion, whether favorable or unfavorable.

3 FAH-1 H-4852 RETENTION OF SUGGESTIONS

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 3 Handbook 1
Personnel Operations Handbook

(*TL:POH-26; 12-3-96*)

(*State Only*)

(*Applies to Foreign Service, Civil Service, and Foreign Service National*)

Suggestions are retained for two years from the date of action. If, during this period the idea is adopted and proof of present use or definite future use is submitted, the case will be reopened for award consideration.

3 FAH-1 H-4853 THROUGH H-4859 UNASSIGNED